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Office of the Director

General Summary

The review of positions in the Office of the Director raises some questions regarding organizational structure, alignment of functions and placement of positions. As a result, the following changes are recommended:

1. Combine the functions of the Executive Officer and the Special Assistant into one position.

Some difficulty was encountered in defining the lines of distinction between the Special Assistant 0189 and Executive Officer 0668 functions. In comparable situations elsewhere in the Agency, Executive Officers are responsible for the combined functions represented by these two positions and also serve as third in the chain of command. It is recommended that the Director of Finance review these positions with a view toward combining their functions and responsibilities into a single position. There are activities in the Special Assistant position such as MBO control and special studies relating to office management which a functional unit such as the Planning Staff could be expected to perform.

2. Consolidate the Planning Staff and the Analysis Staff into one organization and retitle it as the Policy and Systems Staff.

There are direct relationships between the two staffs since both are concerned with development of programs and activities for Office-wide or Agency-wide application. Analysis Staff functions relate to computer systems development from basic suggestions through all phases of design, implementation,

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testing, and improvement. Many of the areas of concern in the Planning Staff relate to the interpretation, development, and preparation of procedures and control systems which have a direct bearing on the design and use of automated systems. While not identical functions, they are closely related and would tend to operate more effectively as a coordinated unit.

3. Recommend deferment of a decision on position 0939 pending final decisions regarding placement of the position and assignment of the current incumbent.

Position 0939 was placed in the Planning Staff upon its return from the former SIPS automation task force. The nature of the position and the functions of the incumbent are still in process of being redefined. At the time of the survey there were some details remaining to be resolved regarding assignment of the incumbent to a position and function outside the Office of Finance, more in line with his grade level and the needs of the Office. Upon resolution of this matter, the position should again be reviewed and evaluated on the basis of duties assigned. At this time it does not appear that a GS-14 position concerned with systems analysis can be justified in the Planning Staff. The vast majority of the functional responsibilities relating to systems analysis are in, or will be transferred to the Analysis Branch. It is recommended the position be transferred to the Analysis Branch pending final evaluation.

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